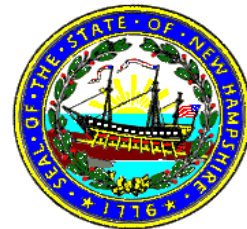




DEPARTMENTS OF THE ARMY AND AIRFORCE
JOINT FORCE HEADQUARTERS
NEW HAMPSHIRE NATIONAL GUARD
1 MINUTEMAN WAY
CONCORD, NH 03301



AMENDED

PLEASE POST IN A PROMINENT LOCATION

ANNOUNCEMENT NUMBER NH ANG16-006 - AMENDED

DATE: 8 March 2016

POSITION TITLE, SERIES/GRADE SSGT/E5
CUSTOMER SERVICE/SUPPLY TECHNICIAN

MAXIMUM MILITARY GRADE SSGT/E5
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

ADDITIONAL INFORMATION

This position is a Tanker Task Force (TTF) coded position and is based on the availability of a TTF man-year.

MERIT: All current NHNG AGR enlisted members in the rank of A1C/E3 to SSgt/E5

OPEN: All NHANG enlisted members in the rank of A1C/E3 to SSgt/E5 and those eligible to become a NHANG member

CLOSING DATE: 12 April 2016

DUTY LOCATION
Bldg 254, Maintenance Squadron
Pease ANGB

This position may be required to work 2nd shift

TYPE OF APPOINTMENT
AGR TOUR

MAXIMUM RANK/AFSC REQUIREMENTS
Maximum rank for this position is SSGT/E5. This position requires that the incumbent be militarily assigned to AFSC 2S0X1 military position within the unit of assignment. If not AFSC/MOS qualified, must become so within first 12 months of assignment.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

OTHER PERTINENT DATA
The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures. For Questions please contact the retention office at 603-430-3507.

If you have between 15-17 years of Total Active Federal Military Service (TAFMS) you will be required to sign a sanctuary waiver prior to the start of your AGR tour.

FOR ADDITIONAL INFORMATION
Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, Kristine.m.poplar.mil@mail.mil or CW2 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, kathryn.l.scott9.mil@mail.mil. Other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

EQUAL EMPLOYMENT OPPORTUNITY
The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

INSTRUCTIONS FOR APPLYING

PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION

MERIT: (Current NH AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number
- ARMY: Last five NCOER's.
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 6 months of closing date)
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- AIR FORCE: Enlisted Performance Report (last five)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

OPEN: (AGR's outside of NH and NON AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- NGB Form 34-1 (**20131111**) which includes announcement number and title of position
- Current or prior Technicians must include last SF 50
- ALL DD 214's
- Three References include, email addresses and phone number
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- ARMY: Current ADOS orders (if applicable)
- ARMY: Last five NCOER's
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR tour. (within 30 days of closing date)
- ARMY: Include any medical profiles or medical duty review board findings.
- AIR FORCE: Current MPA Tour Orders (if applicable)
- AIR FORCE: Last five Enlisted Performance Reports (EPR) (if applicable)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: Point Credit Summary VMPF
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

FAILURE TO SUBMIT ALL THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED

Applications must be received in the Human Resource Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can now be left with an HRO representative, Pease AFB, Bldg 145.

Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resource Office and may not meet the closing date/time requirement.

MINIMUM PREREQUISITES

- Minimum score of 44 in the General area on the ASVAB.
- Must be United States citizen.

- A PULHES profile of at least 333333 is required.

INTRODUCTION:

This position is located in the Maintenance Support Section of the Materiel Management Flight, Logistics Readiness Squadron. The position is the Customer Service Representative performing Flight Service Center (FSC) duties within the Maintenance Support Section. The primary purpose is the point of contact for interfacing with the Global Logistics Support Center (GLSC) on behalf of the maintenance customers. Responsibilities include periodic visits to maintenance work centers; providing guidance for maintaining bench, operating, and shop stock; and assisting users in resolving any materiel management related problems; managing supply points, time-change, time compliance technical orders, Due-in From Maintenance (DIFM) management, awaiting parts, turn-around, local manufacture, command intensive management items, quality deficiency report programs, and the Air Force Repair Enhancement Program.

DUTIES AND RESPONSIBILITIES:

- (1) Performs mission capability (MICAP) verification, reports and processes cannibalization actions. Establishes upgrade, downgrade, or cancels MICAP due-outs. Monitors status of items processes local manufacture (LM) MICAPs and corrects discrepancies identified by the GLSC resulting from MICAP Enterprise Supply Solution (ESS) reconciliation.
- (2) Establishes requirements for customer using automated systems and notifies customer of asset availability. Researches required information to perform item record loads. Processes issues, kills, and rejects management notices, status changes and cancellations.
- (3) Processes Aircraft Document Review (ADR). Processes status inquiries and reconciles aircraft orders.
- (4) Manages the DIFM listing, validates/updates DIFM listing with status by processing required transaction as necessary. Performs DIFM reconciliation with both maintenance and supply customers to ensure verification of current status and asset location. Updates DIFM monitor appointment letters. Processes DIFM turn-in (TIN) and turn-around (TRN).
- (5) Manages the Supply Point program. Performs coordination with the customer service support element to ensure requisition objective is adequate. Also, prepares and processes Supply Point issues requests. Conducts physical reconciliation with the Supply Point monitor to verify detail balances, reconcile out of balance conditions as well as ensures all required transactions have been processed. Conducts Supply Point inventories, researches and reconciles discrepancies.
- (6) Manages the AWP program. Completes required AWP checklist and processes necessary transaction to confirm status. Conducts AWP validation and coordinates with customer to determine status of AWP items. Initiates follow up with item manager for improved status as well as requests for disposition instructions for end item when AWP parts are not available. Sources for AWP lateral support. Joint coordination between the LRS and GLSC will be accomplished when reviewing the AWP Cross-Cannibalization management listing to determine possible AWP cross-reference cannibalization action.
- (7) Maintains Tail Number Bin (TNB) and Due-Out Release (DOR) point.
- (8) Reviews Two-Level Maintenance (2LM) metrics listing and takes appropriate action to improve repair cycle time. Reviews repair cycle data list and identifies critical items at which coordination is conducted with maintenance to ensure critical items are turned in at the prescribed time frame.
- (9) Establish, maintain and delete bench stocks in coordination with supported activities. Review on-hand balance and process replenishment actions. Upon coordination and agreement, the customer may assume the responsibilities for binning, inventory, etc. (Refer to Support Agreement Procedures for support of tenant activities). Schedules and conducts bench stock reviews with the organizations.
- (10) During periods of manpower constraints may be required to pull and deliver parts from various storage points.
- (11) Attends daily/monthly meetings with maintenance. Performs reject management and working management listings.
- (12) Performs other duties as assigned.

FOR THE ADJUTANT GENERAL

BRIAN C. ELBERT, Col, NHANG
Director of Human Resources

